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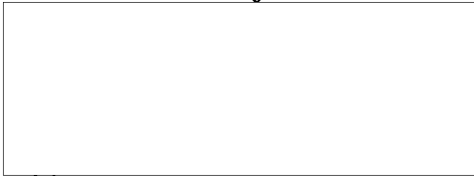
TCS-1521-64-KH
13 March 1964
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MEMORANDUM FOR: Assistant for Administration, NPIC

SUBJECT: PSD Report for February 1964

1. Attached is a report of Production Services Division showing total production and services in the three (3) Branches.
2. The figures in the Information Control Branch remain about the same with the exception of the number of courier runs. The increase shown in this number is due to special runs required in connection with deliveries of the various OAK reports and briefing materials.
3. The overall production figure in the Printing and Reproduction Branch is up some 400,000 impressions which can be attributed to the increased number of reports shown in footnotes 2 and 3.
4. The Photo Lab Branch's overall production is lower than the preceding month, however, this is attributed to the fact that we had no large duping requirements during the month of February.
5. It is interesting to note however, that the total effort in the three (3) activities covered shows N. Projects increased and a decrease in S. Projects production. This is a result of the Center processing several KEYHOLE Missions as compared to none in January.

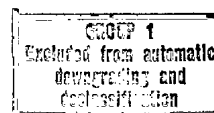
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Deputy Chief, Production Services Division,
NPIC

Attachment
As stated

HANDLE VIA TALENT-
KEYHOLE CHANNELS
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SECRETTCS-1521-64-KH (Attachment)
13 March 1964
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Report for February 19641. Photographic Laboratory BranchCategory by Type Activity

	<u>Monthly Average /1</u>		<u>January 1964</u>			<u>February 1964</u>			
	<u>No. Requests</u>	<u>No. Items</u>	<u>No. Requests</u>	<u>No. Items</u>		<u>No. Requests</u>	<u>No. Items</u>		
				<u>N. Proj.</u>	<u>S. Proj.</u>	<u>Total</u>	<u>N. Proj.</u>	<u>S. Proj.</u>	<u>Total</u>
Copy Camera	330	3,801	364	1,001	4,481	5,482	319	1,900	2,726
Enlargements	571	7,572	647	1,668	6,736	8,404	456	2,245	8,808
Contact Prints	487	17,123	548	1,797	16,689	18,486	516	4,239	13,402
Totals	1,388	28,496	1,559	4,466	27,906	32,372	1,291	8,384	24,936

2. Reproduction & Printing BranchCategory by Type Document

	<u>Monthly Average /1</u>		<u>January 1964</u>		<u>February 1964</u>	
	<u>No. Reports</u>	<u>No. Impressions</u>	<u>No. Reports</u>	<u>No. Impressions</u>	<u>No. Reports</u>	<u>No. Impressions</u>
Phase I Immediate Reports /2	27	184,408	23	135,420	29	211,745
Phase III Immediate Reports /3	15	257,353	9	105,250	16	324,855
Reports & Briefs /4	97	476,089	111	612,417	84	386,485
Other Publications /5	--	-----	---	-----	10	173,310
Miscellaneous	--	146,620	---	111,660	--	240,707
Totals	139	1,064,470	143	964,747	139	1,337,102

HANDLE VIA TALENT-
KEYHOLE CHANNELS
ONLY**SECRET**GROUP 1
Excluded from automatic
downgrading and
declassification

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PRODUCTION SERVICES DIVISION
Report for February 1964

3. Information Control Branch

<u>Category by Type Activity</u>	<u>Monthly Average /1</u>	<u>January 1964</u>	<u>February 1964</u>
<u>Registry Activities</u>			
Disseminations /6	1,491	1,293	1,314
No. of Documents Handled	32,738	34,221	34,837
<u>Files Activities</u>			
Requests	2,209	2,805	3,059
Items Loaned	13,417	16,650	19,048
Bulk Shipments Handled	134	116	138
No. of Boxes	1,310	1,088	990
Total Weight (Pounds)	68,139	51,849	47,596
<u>Courier Activities</u>			
No. of Pouches Handled	3,368	3,521	3,120
No. of Courier Runs	368	411	604
No. of Miles Driven	7,221	7,486	7,515
Internal Courier Services (Pieces)	9,124	9,701	8,522

- /1 - Averages established during November, December 1963 and January 1964.
 /2 - Includes OAK, IPIR and SitSum Reports only.
 /3 - Includes MCI & MCP Reports only.
 /4 - Includes all reports except those in /2 and /3 above.
 /5 - Includes Technical Publication, Committee and Special Studies.
 /6 - Includes all documents and items requiring controls by report and/or copy number.

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 KEYHOLE CHANNELS
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